

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Records Clerk/Data Entry Aide</u>	Classification Code:	<u>00403600</u>
Salary Range:	<u>GR. 4410A \$27,155 - \$29,416</u>	Reference Position Number:	<u>2740-10000-#818</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>May 26 - June 4, 2006</u>
Division/Section/Unit:	<u>Traffic Tribunal</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Providence County</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees' Local Union 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To input data relating to daily activities into court automated system; to perform varied clerical functions of a responsible nature; to perform general office duties; organize case files for court calendars; perform messenger services; and related work as required.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a Senior High School. Course in typing and/or data processing helpful. Experience such as may have been gained by employment in a position requiring knowledge of data processing and modern office practices, or a combination of education and experience equivalent to the above education and experience.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Traffic Tribunal Personnel Board
345 Harris Avenue
Providence, RI 02909
FAX: 401-222-5359

TDD#: 222-1566

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)